

Sample Letter 8: Requesting Mediation

Street Address
City, State, Zip Code
Month, Date, Year

Name of Person to Whom You Are Writing
Title
Street Address
City, State, Zip Code

Dear (name),

My son/daughter, (child's name), currently attends (name of school) and is in the (____) grade in (teacher's name) class. I am writing to inform you that the school and I are in disagreement concerning (BRIEFLY state what the disagreement is about). We have been unsuccessful in resolving this dispute, and I am requesting mediation so that we may resolve our differences.

I would like the mediation to be done as soon as possible. Please let me know when this can be arranged and send me a copy of the school's guidelines on mediation. My daytime telephone number is (give your phone number). Thank you for your assistance in this matter.

Sincerely yours,

Your name

cc: your child's principal
your child's teacher

Requesting Mediation

When would I make a request for mediation?

Anytime you have a serious disagreement with the school and you feel it isn't getting resolved, you may request mediation. In mediation, you and school personnel sit down with an impartial third person (called a mediator), talk openly about the areas where you disagree, and try to

reach an agreement. Mediation is voluntary, though, and *both parties must agree to meet with a mediator*. There are benefits to mediation, both for you and for the school. One of the chief benefits is that mediation allows you and the school to state your concerns and work together to reach a solution that focuses on the needs of the student and is acceptable to both of you. (For more information on mediation, see question #25 in NICHCY's publication called *Questions and Answers about IDEA*, which may be found at <http://www.nichcy.org/pubs/newsdig/nd21txt.htm>.)

A booklet on mediation is also available from CADRE, the Consortium for Appropriate Dispute Resolution in Special Education. You can contact CADRE at (541) 686-5060 for the booklet, or download it from their Web site at: www.directionservice.org/cadre. You may also want to get information on mediation from your PTI or P&A.)

NOTE: Information on the mediation system in Arizona may also be obtained from your regional Parent Information Network (PIN) Specialist of the Arizona Department of Education, Exceptional Student Services (ADE/ESS). The PIN Specialists can also help explain your rights and responsibilities related to special education programs. They may be contacted, toll free, by calling the Parent Information Network, at the ADE/ESS, 800-352-4558 or 602-364-4015. You may also visit the PIN Home Page at the ADE Web Site to download general information: <http://www.ade.az.gov/ess/pinspals/>.

For specific information related to Special Education Mediation in Arizona, visit web site <http://www.ade.az.gov/ess/dispute/>.

Rather than writing a letter to request mediation, a phone call to request mediation may be made to the Mediation Coordinator at the Arizona Department of Education, Exceptional Student Services, 800-352-4558 or 602-542-3084.

Special education issues dealing with identification, evaluation, educational placement, or the provision of a Free Appropriate Public Education (FAPE) may be mediated. A PIN Clearinghouse information sheet entitled, *Mediation: Positive Solutions for Resolving Differences (SA27)*, written in a question and answer format, may be obtained from your regional PIN Specialist. See PIN Specialist contact information in the NOTE paragraph above.